



Embassy of the United States of America

Guatemala City, Guatemala

September 22, 2009

**VACANCY ANNOUNCEMENT
09-038**

OPEN TO: All Interested Candidates

POSITION: Shipping Supervisor (Customs)
FSN-9/FP-5 (steps 1 through 4)

OPENING DATE: September 22, 2009

CLOSING DATE: October 6, 2009

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident
Position Grade: FP-5 (steps 1 through 4)
to be confirmed by Washington

*Ordinarily Resident:
Position Grade FSN-9

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Guatemala is seeking an individual for the position of **Shipping Supervisor (Customs)** at the General Services office (GSO).

BASIC FUNCTION OF THE POSITION:

Supervise the Customs and Shipping Unit which provides customs clearance for Official and Personal shipments. Job holder must have deep knowledge in managing and coordinating the packing and shipping of over 500 import shipments that arrives to the country by air, sea and land including UABs/HEEs and POVs, registration and licensing of over 300 official and private vehicles per year. Job holder coordinates the shipment of approximately 120 exports including UABs/HHEs/POVs per year. Incumbent is liaison and main contact with the Government of Guatemala with regards to duty-free importation and tax issues. Incumbent must provide guidance and technical advice on local customs laws as well as State Department Transportation Regulations.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Tel 2326-4319 or 2326-4335.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Must possess a university degree in Business Administration, International Commerce, International Relations, Economy or related field. Must possess an export and import certificate.
2. A minimum of three years of experience in customs, shipping, transportation or related field, including at least one year of supervisory experience.
3. Level IV (fluent) speaking/writing English is required. Level IV (fluent) speaking/writing Spanish is required. Candidates will take proficiency tests. English native speakers will take Spanish test (IGA). Spanish native speakers will take English test (TELP).
4. Must possess knowledge of Guatemalan government laws, decrees, regulations and other authorities governing import/export privileges and requirements. Also, must have knowledge in standards of operation of shipping lines and port authorities, packaging regulations and procedures.
5. Incumbent must be computer proficient, especially in Microsoft Office. Candidates will take proficiency tests.
6. Incumbent must possess ability to organize incoming and outgoing shipments, customs clearance and other customs registration functions effectively and to coordinate work with local government officials, service contractors and USG personnel.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a **local** security clearance.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612,

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Photocopy of any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above, as well as copy of the identity card (cédula de vecindad) if local.

SUBMIT APPLICATION TO:

Ana S. Paredes
Human Resources Office
American Embassy, Guatemala

DEFINITIONS:

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
 - ❖ U.S. Citizen
 - ❖ Spouse or child who is at least age 18
 - ❖ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
 - ❖ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - ❖ Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. NORs have a diplomatic visa and thus, do not need a work permit.

CLOSING DATE FOR THIS POSITION: OCTOBER 6, 2009

The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve

equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.